

Adopted: September 2001, Revised: _____**Class Title: City Surveyor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Administers the survey department and directs survey activities. Distributes public records. Coordinates with other agencies.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Administers the department by preparing budgets, setting goals, ensuring technique and procedure compliance, maintaining and distributing public records, directing survey activities, and supervising staff.
2	L	Provides expert opinions by providing court testimony, assisting other agencies in survey matters, and preparing position papers.
3	L	Directs survey activities by establishing and maintaining benchmark monuments, establishing street lines and private property lines, examining and approving subdivision plats, making property line, topographic and physical surveys, establishing and maintaining the City's system of vertical control, house numbering and street naming programs, and other related survey programs.

Adopted: September 2001, Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Five years experience as a Professional Land Surveyor.
Certifications and Other Requirements	Valid Driver's License, Virginia Land Survey License
Reading	Work requires the ability to read instruction manuals, bid and proposal documents, surveying textbooks, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as geometry and trigonometry.
Writing	Work requires the ability to write letters, reports, and general correspondence.
Managerial	Managerial responsibilities include managing division surveys, setting goals, and preparing and supervising the budget.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001, Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Assisting employees, at work sites
Sitting	F	Computer, desk work, meetings, presentations
Walking	O	Inter-office, to/from job sites
Lifting	R	Books, plans, supplies
Carrying	R	Books, plans, supplies
Pushing/Pulling	R	File cabinet drawers, doors
Reaching	O	Retrieving files from file cabinets, telephone
Handling	O	Files, supplies, plans
Fine Dexterity	F	Computer keyboard, writing, using survey instruments
Kneeling	R	In the field: inspections, surveying
Crouching	R	In the field: inspections, surveying
Crawling	R	In the field: inspections, surveying
Bending	R	In the field: inspections, surveying
Twisting	R	In the field: inspections, surveying
Climbing	R	Stairs, ladders
Balancing	R	On stairs, ladders
Vision	C	Computer monitor, reading, inspections, surveying, driving
Hearing	C	Communicating with personnel and general public, meetings
Talking	F	Communicating with personnel and general public, meeting
Foot Controls	R	Driving
Other (specify)	N	

Adopted: September 2001, Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Survey instruments, engineering printers / plotters, copying machine, fax machine, vehicle, telephone, computers, printers, scanners, standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)